

Further Contact Information (*if applicable*)

Clerical Assistant's Name:

Clerical Assistant's Email:

Clerical Assistant's Telephone Number: (08)

Availability Details (*eg if working part time*):

Indication of how frequently you believe you would be available (*eg once a month for two hours*)

Applicant's Signature: Date of Application:/...../.....

RESOURCE DATA BANK MEMBERS INFORMATION

DETAILS	NAME:
Qualifications:	
Experience in curriculum development, implementation and evaluation:	
Experience relevant to programs leading to registration or enrolment i.e.: <ul style="list-style-type: none"> • <i>Formal roles.</i> • <i>Clinical facilitation.</i> • <i>Contract teaching etc.</i> • <i>Involvement in curriculum committees.</i> 	
Area of clinical expertise:	
Other expertise relevant to the role of the Education and Accreditation Committee e.g. Nurse Practitioner experience/knowledge:	

Nomination Requirements for the Resource Data Bank

Applications for nomination to the Resource Data Bank should include:

- **An application form.**
- **A statement addressing the experience and expertise relevant to the Education and Accreditation Committee's purpose.**
- **A two (2) page curriculum vitae and the names of two (2) referees.**
- **Completion of the Resource Data Bank member's information form.**
- **A letter from one (1) of your referees supporting your abilities as a Resource Data Bank member.**

Nomination for the Resource Data Bank is to be addressed to:

Ms Alyson Smith
Chief Executive Officer/Registrar
Nurses Board of South Australia
200 East Terrace
Adelaide SA 5000

Or by email to

education@nursesboard.sa.gov.au

For further information in relation to the Resource Data Bank contact:

Policy and Education Coordinator
(08) 8223 9700 or email education@nursesboard.sa.gov.au



EDUCATION AND ACCREDITATION COMMITTEE

The **Nurses Board of South Australia (nbsa)** is an independent statutory authority whose primary role is the regulation of the profession of nursing in South Australia under the auspices of the *Nurses Act 1999*. The **nbsa** has a mandate of ensuring high standards of competence and conduct are maintained in the interest of the public. The **nbsa's** powers and functions include approving courses that lead to registration and enrolment. Through this work the **nbsa** will ensure course graduates have the required knowledge, skills and experience to meet the standards of competent practice determined by the profession.

The Education and Accreditation Committee will ensure the achievement of the Board's goals and the implementation of *the Nurses Act 1999* through:

- Identifying issues relevant to nurse education and submitting recommendations inclusive of course approvals and authorisation of practice (Nurse Practitioner and Enrolled Nurse to Practise without Supervision of a Registered Nurse).

RESOURCE DATA BANK

To assist the Education and Accreditation Committee in its deliberations, the **nbsa** routinely seeks nominations from individuals with education and/or clinical expertise specifically in the provision of advice and support to the Committee's advisory panels. The **nbsa** Resource Data Bank was established in 2003 and is a nominated list of expert clinicians and/or educators who actively contribute to the functioning of the advisory panels. In addition, representatives may be called upon to assist the Board and its Committees with other aspects of core business (e.g. research and investigations, and projects through the Board's Research and Communication Committee). Convenors of the advisory panels select representatives from the Resource Data Bank to participate in the relevant advisory panel's activities. Representation is intended to reflect the diversity and uniqueness of all areas of nursing and midwifery practice within South Australia.

EDUCATION & ACCREDITATION COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Education and Accreditation Committee will ensure the achievement of the Board's goals and the implementation of the *Nurses Act 1999* through:

- 1.1 Identifying issues relevant to nursing and midwifery education and submitting recommendations inclusive of course approvals and practice authorisations.
- 1.2 Recommending and managing education policy development.
- 1.3 Accrediting programs and processes which lead to registration or enrolment.

2. FUNCTIONS

The functions of the Education and Accreditation Committee are to contribute to effective and efficient Board planning and decision making by:

- 2.1 Analysing and reporting on education trends and identifying education, accreditation and practice issues that have a direct impact on standards of practice and nurse regulation and making recommendations to the Board about appropriate action.
- 2.2 Assessing/reviewing education programs leading to registration or enrolment.
- 2.3 Assessing applications from education providers for assessment under the **nbsa Standard for Approval as an Education Provider**".
- 2.4 Assessing applications submitted for authorisation to practise i.e. nurse practitioners and enrolled nurses working without the supervision of a registered nurse and forwarding recommendations to Board.
- 2.5 Developing and reviewing policies and position statements relating to the authorisation of nurse practitioner practice.
- 2.6 Developing and reviewing policies and position statements relating to the authorisation of enrolled nurses to practise without supervision.
- 2.7 Developing and reviewing Standards relating to Education Providers and Approval of Education Courses.
- 2.8 Collaborating as appropriate with other Committees of the Board.
- 2.9 Assessing and responding to stakeholder needs and expectations.
- 2.10 Facilitating the Board in executing its strategic plan through recommending, managing, monitoring and reporting on specific projects.

- 2.11 Contributing to safe and competent standards of nursing/midwifery practice through review of courses/curricula that lead to registration and enrolment and submitting recommendations to Board.
- 2.12 Providing and receiving reports relevant to education and practice and making recommendations to Board about appropriate action.
- 2.13 Consideration of and advising the Board on matters which have direct and indirect implications for the registration of nurses and midwives.
- 2.14 Liaison with Resource Data Bank members through advisory panel assessments and consultation processes.
- 2.15 Liaison with the Competency Assessment Service (CAS) through feedback and reporting mechanisms.
- 2.16 Moderating assessment panel decisions/recommendations with other advisory panel Convenors to ensure consistency occurs throughout the assessment process.

3. STANDING ORDERS

- 3.1 Agenda and papers to be circulated at least 5 days before the meeting.
- 3.2 No new material for decision to be tabled at the meeting.
- 3.3 Tabled material will be for information or discussion only.
- 3.4 There will be a maximum time allocation of 2 hours for the meeting.
- 3.5 Time will be allocated to items reflective of Board's Strategic Directions.
- 3.6 Programs for accreditation will be referred to the appropriate advisory panels determined by the Committee for recommendation to a subsequent meeting.
- 3.7 The Chairperson of the Committee will be a Board member.

4. POWERS

The Committee will have the power to:

- 4.1 Seek advice from external experts.
- 4.2 Co-opt members to the Committee to fill casual vacancies as needed.
- 4.3 Utilise the Policy and Education Coordinator (or nominated representative) in the role of Convenor for assessment panels in the event of unexpected absence of nominated Convenor.
- 4.4 Utilise proxy Convenors as required due to absence of nominated advisory panel Convenor. This may include absence arising through illness, absenteeism or inability to attend due to other commitments. This may also include utilisation of a proxy Convenor due to workload issues for the Committee.

- 4.5 Co-opt from the Resource Data Bank experienced/senior educators, clinicians, nurse managers, (which includes representatives from Vocational and Educational and Training Sector, Registered Training Organisations involved in enrolled nurse education, and Academics) to participate as members of working groups.
- 4.6 Accept/reject or further discuss recommendations from the advisory panel to the Education and Accreditation Committee.
- 4.7 Liaise and work with other Board Committees and working groups.
- 4.8 Consult appropriately in order to obtain information relevant to the functions of the Committee.
- 4.9 Liaise with ANMC and other nurse regulatory authorities.

5. MEMBERSHIP

The Education and Accreditation Committee will normally consist of twelve (12) members as follows:

- 5.1 Up to two (2) members of the Board, one who will be Chairperson of the Committee.
- 5.2 CEO/Registrar.
- 5.3 Up to six (6) advisory panel Conveners (with education expertise) employed in South Australia.
- 5.4 The Manager of Registrations and Investigations.
- 5.5 The Manager of Business Services.
- 5.6 The Policy and Education Coordinator (or other nominee of the CEO/Registrar) who will also be the Executive Officer of the Committee.
- 5.7 The Policy and Education Adviser will be a non-voting attendee unless acting for the Policy & Education Coordinator.
- 5.8 Board members will be elected for their term which is generally three (3) years. External members will be recruited for a term of up to two (2) years. External members have the option of being reappointed for up to two (2) consecutive terms. No more than 50% of members will be due nomination at any time.

6. RESPONSIBILITIES OF CONVENORS

- 6.1 Chair designated advisory panels and provide recommendations to the Committee.

7. VOTING RIGHTS OF MEMBERS

- 7.1 Decisions should be reached as far as possible by consensus. Where this is not possible, decisions may be carried out by a simple majority of members present and a minority opinion may be recorded.



8. QUORUM

8.1 Five (5) members will constitute a quorum inclusive of a Board member.

9. FREQUENCY OF MEETINGS

9.1 The Committee will normally meet monthly.

10. REPORTING MECHANISM

10.1 Minutes shall be kept of each meeting and will be provided to Board.

10.2 In accordance with section 10 (6) & (7) of the *Nurses Act 1999*, a conference by telephone or electronic means may be taken to be a meeting if necessary.

10.3 The Policy and Education Coordinator and/or Policy and Education Adviser will report to the Committee on a monthly basis on progress towards achievement of agreed outcomes.

10.4 Each member present at a meeting of the Education and Accreditation Committee has one (1) vote on any question arising for decision and, if the votes are equal, the Chairperson or if absent Deputy Chairperson at the meeting may exercise a casting vote.

11. REVIEW

11.1 The Terms of Reference will be reviewed annually.

12. REVIEW DATE

12.1 September 2006

RESOURCE DATA BANK TERMS OF REFERENCE

1. PURPOSE

The Resource Data Bank is a nominated list of expert clinicians and/or educators who actively contribute to the functioning of the advisory panels and assist the Education and Accreditation Committee in its deliberations. Resource Data Bank representatives may also be asked to participate in relevant advisory groups or **nbsa** activities.

2. CORE FUNCTIONS

The function of the Resource Data Bank is to assist the Education and Accreditation Committee in its deliberations by participating in advisory panels for the purpose of:

- 2.1 Assessing applications from educational organisations for assessment under the **nbsa** *Standard for Approval as an Education Provider and Approval of Education Courses*".
- 2.2 Assessing applications submitted for authorisation to practice i.e. nurse practitioners and enrolled nurses working without the supervision of a registered nurse.
- 2.3 Forwarding completed recommendations to the Education and Accreditation Committee via the advisory panel Convenor.

3. ADDITIONAL FUNCTIONS

Representatives may be called upon to assist the Board and its committees with other aspects of core business (e.g. research and projects through the Board's Research and Communication Committee, assistance with investigation queries).

4. MEMBERSHIP

- 4.1 Membership is continuous unless notified in writing to the **nbsa**.
- 4.2 Members will be available to assist in a minimum of two (2) advisory groups/consultations per calendar year.
- 4.3 Must be currently registered or enrolled with the **nbsa**.
- 4.4 Must be employed by a South Australian educational organisation/and or health care facility.

5. RESPONSIBILITIES OF MEMBERS

Members of the Resource Data Bank are required to:

- 5.1 Notify the **nbsa**, in writing within 14 days, if they wish to resign as a member of the Resource Data Bank.
- 5.2 Participate in relevant advisory panel activities.
- 5.3 Ensure completed panel assessment summaries are submitted electronically or via hard copy to the advisory panel Convenor, with a copy to the **nbsa**, by the due date.
- 5.4 Attend advisory group activities in consultation with **nbsa**.
- 5.5 Maintain the confidentiality of all material submitted by the applicant and return this material to the **nbsa** at the completion of the assessment process.
- 5.6 Notify **nbsa** of any change in circumstances such as position title, contact details, delivery address etc.
- 5.7 Submit current curriculum vitae annually, at the request of **nbsa** staff, to assist the **nbsa** when selecting relevant advisory panel members.

6. REPORTING MECHANISM

- 6.1 Resource Data Bank members will forward completed recommendations to the Education and Accreditation Committee via the advisory panel Convenor.

7. REVIEW

- 7.1 The Terms of Reference will be reviewed annually.

8. REVIEW DATE

- 8.1 September 2006